PIONTANA STATE ILUBRARY
930 EAST LYNDALE AVENUE HELENA, MONTANA 59601

STATE DOCUMENTS
NOV 17 1971

MONTANA STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE

GOVERNOR OF MONTANA

HONORABLE FORREST H. ANDERSON

FOR THE FISCAL YEAR
ENDED
June 30, 1971

PLEASE RETURN

MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE

HELENA, MONTANA 59601

October 7, 1971

The Honorable Forrest H. Anderson Governor State of Montana Helena, Montana 59601

Dear Governor Anderson:

In accordance with Section 82-4002, R. C. M. 1947, there is herewith transmitted to you the annual report of the State Library Commission for the fiscal year ending June 30, 1971.

Major accomplishments during the year included:

Strengthening the State Library's staff and materials capabilities Improvement of interlibrary loan services

A sharp growth in number of persons served by the Division for the Blind and Physically Handicapped, and growth in type of services Improvement in institution library facilities

While an increase in funding under the Library Services and Construction Act, together with an increase in General Fund appropriations for the 1972 fiscal year, will permit some expansion of State Library services in 1972, recommendations contained in this report ask renewed consideration for:

Continued study of the state's library services within the new Department of Education

Further development of the State Library's collection Legislative encouragement of public library federations Full funding of the state's share of Pacific Northwest Bibliographic Center costs

New quarters for the State Library Provision for taping reading materials for the handicapped Additional library resources for state institutions

Sincerely,

David R. Hoffman

State Librarian

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's State Plan under the Library Services and Construction Act outlines procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. This plan is on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan, are submitted through the clearinghouse of the Department of Planning and Economic Development.

PRINCIPAL GOALS

The State Library's goals are:

- 1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
- 2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
- 3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
- 4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS SUMMARIZED

IORITY	DESCRIPTION	PROGRAM
1.	Strengthening State Library staff to meet increasing demands for service	All programs
2.	Growth in library resource collections	Library Service and Development
3.	Development of documents unit	Library Service and Development
4.	Improvement of interlibrary loan service from out-of-state sources	Library Networks
5.	Library service to Constitution Revision Commission	Library Service and Development
6.	Sharp growth in number of persons served by Division for Blind and Physically Han- dicapped	Library Service to Physically Handi- capped
7.	Opening of new library facility at Montana State Prison	Institutional Library Service
8.	Initiation of reference service and text- book location service for handicapped stu- dents	Library Service to Physically Handi- capped
9.	Strengthening contract library service at Eastmont Training Center and Center for the Aged	Institutional Library Service
10.	Production of union list of medical journals	Library Networks
11.	Enlargement of film library	Library Service and Development

Strengthening staff services

Establishment of a new position for a documents librarian, and filling two positions which were vacant at the beginning of the fiscal year, enabled the State Library to report a year-end professionally trained staff of five with complementing library experience gained in university, large and mediumsized city libraries, state libraries, and a broad range of activities in professional library organizations. Plans were made at the end of the year to up-grade the position of the prison librarian to professional level. At the end of the previous year there were only three staff members with graduate training in librarianship. With an enlarged staff the Library has been able to improve the level of its services to the people of Montana.

Growth in library resource collections

More funds were available from state and federal sources in 1971 than in previous fiscal years. These funds made possible a doubling of the periodical titles received in the library, increasing the capacity for providing information and research materials; the periodical collection included 165 titles at the end of the 1970 fiscal year, and more than 330 at the end of the 1971 fiscal year. A beginning has been made in the acquisition of microforms, adding back files of the New York Times, the Congressional Record, and the Monthly Catalog of U. S. Government Publications, for those years not already represented in the collection. The Engineering Index, Index Medicus, Index to Legal Periodicals, and the Wall Street Journal Index have also been added; more than two dozen indexes to periodicals and newspapers are regularly received at the library. More members of the staff are involved in the selection of materials, and a greater number of review journals are checked systematically. Plans have been made for the publication, beginning in July 1971, of a periodic list of new titles added to the library collection; the list will be distributed to libraries in Montana and to state government offices.

In the spring of 1970, the Department of Public Welfare initiated discussion with the State Library which led to the transfer, early in FY 71, of the Department's book collection. This collection, some 1,000 volumes, has been integrated into the Library's own collection, enabling the Library to serve Welfare staff members with one stronger collection than had earlier been available. Materials formerly held by Welfare have at the same time been much more accessible to other state agency personnel, and to the people of Montana as well.

Development of documents unit

The full time of one librarian and part time of a library assistant, assigned to this unit for the first time this year, made possible the recataloging of a collection of Montana publications, the activation of a dormant federal documents depository, and the beginning of plans for publication of an indexed catalog of Montana state publications.

Improvement of interlibrary loan services

The State Library participates, with the state libraries of Alaska, Washington, Oregon, and Idaho, in the direction and funding of the Pacific Northwest Bibliographic Center. Increased funding from the state libraries has made possible significantly faster service in locating, for interlibrary loan, titles not held by any library in Montana; and in provision of rapid photocopy service for periodical articles not available in Montana but held in one of the largest university libraries in the region.

Service to Constitution Revision Commission

Regular to the library's general service to state government, but singled out for note here because of its extent is the service rendered to staff of the Constitution Revision Commission. In order to gather data for the staff of the Commission working prior to the Constitutional Convention, the Library has processed 222 requests for interlibrary loan of materials, 116 requests for photocopies of articles, and acquired for deposit in the Commission's offices 128 publications of other state constitutional conventions.

Increase in utilization of services to handicapped

Through installation of a WATS telephone line to permit communication between the Division and its individual users, and through publication of a periodic newsletter for patron information, and with increased effort to identify persons eligible for service, and with continuing effective cooperation with other state and private agencies, the number of persons using this service increased by 50 percent during the year, and circulation of materials increased by 36 percent.

Prison library

Plans for opening remodeled quarters for the prison library, reported last year, were brought to fruition when the new facility was opened for service in September. With additional materials which could not be accommodated in the earlier library (more reference books, legal materials, periodicals, and phonograph records with stereo playback units (one purchased with inmate welfare funds)), and with doubled seating space, the library continues to be heavily used, with a circulation rate fifteen times higher than the average for the state as a whole.

Reference work for handicapped

Materials searches and locating of recorded textbooks for college students was begun this year. Because of a lack of recording and duplicating equipment this service remains a limited one.

9. Contract library service in institutions

Contractual arrangements are now in effect, providing library service to the Eastmont Training Center from the Glendive Public Library, and to the Center for the Aged from the Lewistown Public Library. The former institution had no established library service until this year; the latter was served by the Great Falls Public Library a hundred miles distant. Service to the Mountain View School, served by the Helena Public Library, was improved through placing a large deposit collection of materials at the school and weeding the existing collection.

10. Union List of medical journals

The State Library participated in compilation of, and paid for the production and distribution of a union list of the 101 journals listed in Abridged Index Medicus. The list has been distributed to all hospitals in the state, to academic libraries, and to larger public libraries. Use of this list will increase the access of health professionals to the literature of their field.

L. Enlargement of film library

The State Library has contracted with the Great Falls Public Library to maintain a collection of 16mm sound films for circulation through public libraries around the state. In recent years, little money has been available to purchase new films for this collection; in FY 71, some \$8,273 was allocated to the purchase of films, and 32 new titles were added to the collection. These new films bring to the collection subjects not previously represented, as well as replacing some films which were in poor condition or obsolete.

MAJOR RECOMMENDATIONS SUMMARIZED

IORITY	RECOMMENDATION	PROGRAM
1.	That in creating the Department of Education, pursuant to the Executive Reorganization Act, the importance of coordinated state-wide library development efforts be stressed	All programs
2.	That increased funds be made available to acquire and house additional library materials	Library Service and Development
3.	That the State Legislature encourage the further development of multi-county public library federations	Library Service and Development
4.	That additional funds be appropriated to permit the State Library to pay the full share of Mon- tana's cost for service from the Pacific North- west Bibliographic Center	Library Networks
5.	That new quarters to house the State Library be provided	Library Service and Development
6.	That provision for volunteer taping of reading materials be made	Library Service to Physically Handicapped
7.	That additional library resources be made available to serve state institutions	Institutional Library Service
8.	That teletype equipment be installed at the State Library and at the libraries of the University of Montana and the Montana State University	Library Networks

1. That in creating the Department of Education, pursuant to the Executive Reorganization Act, the importance of coordinated state-wide library development efforts be stressed

The Department of Education will bring under one administration the State's efforts toward providing library support for the Montana University System; library support for state government through the Historical Society Library and the State Library; assistance to public libraries through the State Library; assistance to historical and archival research through the Historical Society Library; specialized services to institutions and handicapped through the State Library; and to some degree to the public schools through the Board of Education. It is vital that in the design of this Department the importance of quality library service to all the residents of Montana, whatever their status or location, be recognized and given prominence.

2. That increased funds be made available to acquire and house additional library materials

During the year, the State Library circulated 37,179 books to individuals, public libraries, state offices and schools. Another 5,351 books were loaned to public libraries on a long-term basis. But thirty-eight percent of the requested items could not be filled from the State Library's holdings and had to be referred to other libraries in the state and outside, for books, periodicals, and government documents not in our collection. While this sharing of resources is useful, it frequently means that persons needing rapid access to information cannot obtain it within the time necessary, and may have to make decisions without a sound factual base. An increase in the State Library's book budget necessarily means a parallel increase in money for shelving. The library's present shelf capacity does not allow significant growth. An increase in the book budget also means an increase in the cost of cataloging and processing new books at the Processing Center.

This recommendation was made in the 1970 annual report; the increase in general fund support of the library for FY 1972 will permit little real growth in the collection, after allowing for increases in prices of library materials.

That the State Legislature encourage the further development of multi-county public library federations

Increased emphasis on the development of multi-county public library federations is needed in order to make public library service available to persons who live in areas with no library, and to improve the level of service now offered to persons who live at a distance from strong libraries. This may be achieved through a combination of factors:

- a. Fostering continued awareness at the local level that sharing library resources and services through federations permits a more economical library service than is possible when each library works alone.
- b. Increasing the consultant and support staff of the State Library to work with local libraries and governing bodies in planning federations.
- c. Support of the State Library with an adequate general funds budget in order that all Title I LSCA moneys may be used to support public library federation demonstrations.
- d. Development of a means whereby the state can share in equalizing public library support. The present maximum mill rate (4.5 for cities, 3.0 for counties), with the pressure on the property tax dollar for other services, makes it virtually impossible to support public library service at the level required in Montana Public Library Standards. More than two-thirds of the states already share, at the state level, in financing public library service.

The Library Commission approved a plan for the use of state funds to aid public libraries but were unsuccessful in getting an appropriation from the 1971 legislature.

That additional funds be appropriated to permit the State Library to pay the full share of Montana's cost for service from the Pacific Northwest Bibliographic Center

The Pacific Northwest Bibliographic Center, in order to provide significantly better interlibrary loan and reference referral service, consultant training in bibliography, and better coordination of regional resources, depends upon support by the participating states (Alaska, Washington, Oregon, Idaho, and Montana) through their state library agencies. Montana presently funds its share through a combination of local and federal (LSCA Title III) funds. State funding would permit release of local funds to increase the capability of local libraries through better collection development.

That new quarters to house the State Library be provided

As a library for state government, the State Library is unable to provide service at the optimum level because it is located at some distance from the greatest number of state government offices. The present leased quarters will be filled to capacity by the end of the 1973 biennium.

There is very limited space available for development of walk-in reference service; there is no space available for confidential constultation with patrons regarding research or legislative needs. The present leased warehouse quarters will be filled to capacity by the end of the 1973 biennium. Space in a new building should be designed for library service, with a total area of approximately 100,000 square feet.

Federal funds under Title II of the Library Services and Construction Act may be applied to such a project; depending upon Congressional appropriation, Montana's allocation under this Act can be as high as \$370,097 for FY 1973, and \$383,822 for FY 1974.

Adequate and properly located quarters for the State Library have been requested each biennium.

6. That provisions for volunteer taping of reading materials be made

Handicapped patrons, especially students, request material needed for direct or indirect classroom use. Some materials recorded in the homes of volunteers is acceptable, but a large portion of it is poorly done due to a lack of editing and poor physical surroundings (noise, etc.). Although the present collection covers a broad range of material, there are many local interests (Montana history, research relating to the area, constitutional revision, etc.) which cannot be supplied. Montana, the Magazine of Western History will be recorded if facilities are provided. Additional staff time will be necessary to supervise volunteer recorders.

7. That additional library resources and staff be made available to serve state institutions

A continued increase in the size and depth of the deposit collections and services is needed at the state's smaller institutions; the three larger institutions will be served with full-time library programs by the end of the 1972 fiscal year. A wide variety of new books and periodicals should be provided to the Galen State Hospital Library, to supplement the collection which is now almost entirely gifts and donations. A professionally trained librarian should be added to the staff to work at Galen and to supplement the services now provided at the Warm Springs State Hospital.

8. That teletype equipment be installed at the State Library and at the libraries of the University of Montana and the Montana State University

The State Library depends upon the resources of the University of Montana and the Montana State University to a considerable degree when requests for materials cannot be filled from its own collection. Teletype equipment will permit more rapid transmittal of requests and reports and provide a written record which is not now possible, since telephone communication is used. Installation of teletype would permit further rapid communication with the Pacific Northwest Bibliographic Center, and with major bibliographic centers and library collections throughout the country, saving considerable time in locating and securing resources and information not available within the state.

This request was placed before the 1971 legislature but funds were not appropriated.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

A second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: To provide better library service, the staff has been strengthened by the establishment of positions for a full-time documents librarian, and a supporting library assistant; recataloging and organization of the state documents collection and activation of a federal documents depository; increasing the number of periodical titles received; purchase of back files of New York Times and Congressional Record on microfilm; addition of four more major indexes, bringing to two dozen the indexes to periodicals and newspapers now received. More staff members are involved in selection of books for the collection.

The library formerly maintained by the Department of Public Welfare was transferred to the State Library by mutual agreement in 1971, leading to a stronger single collection to serve not only Welfare personnel but the state at large.

Thirty-two new titles were added to the film collection.

In library development, a demonstration of expanded public library service in Carbon and Big Horn Counties, from the Billings Public Library, completed its first full year (the demonstration will continue until the summer of 1972). Yellowstone County voters approved a referendum to provide county-wide library

service by contract with the Billings library. New or remodeled library quarters were completed in Forsyth, Choteau, and Chester.

Performance summary:

	Fiscal years			
	Historic	Current	Projected	
	1969-70	1970-71	1971-72	
Cost Library service operation	\$187,529	\$190,416	\$252,050	
Library development	170,002	189,804	204,797	
Performance State library collection (volumes)	131,028	137,622	147,622	
State library circulation	71,968	46,625	55,000	
Counties participating in federations or demonstrations	18	18	17	
Construction projects completed	2	3	2	

Note: Circulation of books from the State Library declined from 1970 to 1971, and although a gain is projected for 1972, achievement of the 1970 level is not anticipated. Since August 1970, requests from persons who have access to local public libraries have been referred to those libraries, rather than have the requests filled at the State level. Most such requests can be adequately filled at the local level, relieving the State of the need to provide a duplicate service, and permitting the development of the collection to more adequately supplement local resources.

The lower circulation figure this year represents a higher portion of more difficult reference requests than in previous years.

In addition, there were no large long-term loans to demonstrations this year as has happened many years in the past, and many schools which have earlier borrowed heavily from the State Library are now borrowing from their local public libraries.

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: The processing center at the Billings Public Library, establisted with a grant from this program, completed its first year of operation under funding by participating libraries, and has been considered a success.

A grant was made for the publication of a bibliography on the Negro in Montana, to increase access to material on this subject.

The State Library participated, with Alaska, Washington, Oregon, and Idaho, in reorganization of the Pacific Northwest Bibliographic Center as a non-profit corporation. An increase in financial support by the state libraries, together with support by former member libraries, has permitted a number of internal improvements and efficiencies, and will permit an increase in the capacity of the Center to handle requests from the states. Telex and TWX have been installed to facilitate communication. The Center is now able to provide rapid photocopy service from periodicals held at the University of Washington library.

Performance summary

	Historic 1969-70	Fiscal years Current 1970-71	Projected 1971-72
Cost	\$ 47,639	\$ 45,597	\$ 41,753
Performance Volumes cataloged for public and state libraries through processing center	11,478	10,480	0*
Interlibrary loan requests sent to Bibliographic Center from State Library	393	966	

*Since the processing center is self-supporting and no longer funded through this program, this performance indicator will not be used for future years. The number of volumes cataloged shows a slight drop in 1971: at the end of the year there were a large number of volumes on order or in process but not yet ready for delivery. PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients and inmates of the State Prison, and, presently, has contractual relationships with the public libraries of Great Falls, Miles City, Helena, and Flathead County to serve the remaining institutions.

<u>Objective</u>: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops and increases in the book collections at the institutions.

Achievements: This year's major achievement has been the opening of the new library at the Montana State Prison, providing an adequate physical facility with new equipment, an expanded collection of books, periodicals, and recordings. This library maintains a circulation record which far exceeds any public library installation in the state. Hours in the library have been increased from 12-1/2 to 16 weekly; in-library use has increased because of expanded law collections and introduction of record listening. Seating capacity has increased; because the library is now located next to the cell block more inmates come into the library to browse, to read, or to listen. The new library is a facility to use; the old library was a place to check out books.

Initial planning is underway for a new library at the Boulder River School and Hospital, projected for opening soon after the beginning of the 1972 calendar year.

A large rotating deposit collection has been placed at the Mountain View School. The State Library has contracted with the Glendive Public Library for service to the Eastmont Training Center, and with the Lewistown Public Library for service to the Center for the Aged.

Most importantly, these achievements reflect further integration of the library into rehabilitation and therapeutic programs of the institutions.

Performance summary:

	Fiscal years			
	Historic 1969-70	Current 1970-71	Projected 1971-72	
Cost	\$ 73,078	\$ 75,509	\$ 75,509	
<pre>Performance: (two examples) Circulation, State Prison</pre>	28,631	19,756	20 ,000	
Cumulative total of patients using library, Warm Springs	14,355	17,020	20,000	

Note: In both institutions, population declined over the year. At the State Prison, average daily population in 1970 was 369, during 1971, average daily population was 259, but book circulation remained at a high level, 76 items per man per year. At the Warm Springs State Hospital, average daily population dropped from 1,346 in 1970 to 1,249 in 1971, while use of the library increased.

PROGRAM: LIBRARY SERVICE TO PHYSICALLY HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Physically Handicapped, provides a direct library service to any resident of the State who, because of visual or physical handicap, is unable to read normal print or to hold a book or magazine and to turn pages. A collection of talking books, books on magnetic tape, Cassette books, large type books, and talking book machines are used with emphasis on providing the same variety of library materials that would be available to a normal sighted person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided Montana readers by the Utah State Library, under contract with the Montana State Library, and paid for by the State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least five times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health professional fields in order to identify eligible persons.

Work with community public libraries should increase as this program develops further; while the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. The State Library plans increasing attention to this aspect of the program during the 1973 biennium.

Achievements: The number of persons served directly or through deposit collections during the year increased by 50 percent, to a total of 1,519, with an increase in the circulation of materials by 36 percent, to a total of 40,806. A WATS telephone service has been provided to patrons; a newsletter is distributed from time to time, increasing communication between the division and its patrons. Reference work for students, and recorded textbooks for college students has been initiated, but is limited by a lack of recording and tape duplicating facilities.

These achievements reflect the increased emphasis upon locating eligible people and giving more depth to service. During 1972, facilities will be improved to some extent because of an increased federal appropriation, and staff will be increased, but not to the level requested. It is estimated that five times the number of persons now served by this program are eligible for service; this larger number cannot be served adequately within the budgetary limits of this program.

Performance	summary
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	Fiscal years			
	Historic 1969-70	Current 1970-71	Projected 1971-72	
Individuals using service regularly at end of year	796	1,016	1,150	
Persons served through deposit collections	114	374	475	
Circulation of materials	30,126	40,806	45,000	

FISCAL YEAR COSTS

PROGRAM	1970-71	1969-70	Increase
Library Service and Development	380,220	357,601	22,619 (1)
Library Networks	45,597	45,597	0
Institution Library Service	75,301	73,078	2,223
Library Service to Handicapped	35,373	31,252	4,121

⁽¹⁾ Increased appropriation for Title I of Library Services and Construction Act in FY 71 permitted increase in grants to public library federations.

PROGRAM	1971-72 TOTAL	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL	GRANTS AND BENEFITS
Library Service and Development	380,220	95,960	54,589	39,867	189,804
Library Networks	45,597	15,454	16,593	0	13,550
Institution Library Service	75,301	24,750	14,216	36,335	0
Library Service to Handicapped	35,373	22,711	10,829	1,833	0
Total	536,491	158,875	96,227	78,035	203,354

SOURCE OF FUNDING

General Fund	157,516
Federal and Private Revenue Fund Library Commission Account	175,621
Federal and Private Grant Clearance Fund Library Development Account	203,354
Total	536,491